

**DUTY STATEMENT**  
**DEPARTMENT OF JUSTICE**  
**CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION**  
**BUREAU OF CRIMINAL INFORMATION & ANALYSIS**  
**APPLICANT & RECORD QUALITY SERVICES BRANCH**  
**AUTHORIZATION & CERTIFICATION PROGRAM**  
**TRAINING & ADMINISTRATIVE SUPPORT SECTION**

**JOB TITLE:** Student Assistant

**POSITION NUMBER:** 734-4870-901-001

**INCUMBENT:**

**ELIGIBILITY:** In order for a Student Assistant to be employed by the Department of Justice, he/she must be enrolled in at least 6 semester units or the equivalent and maintain a 2.0 grade point average in an accredited college or university.

**STATEMENT OF DUTIES:** Under close supervision of the Staff Services Manager (SSM) I, the Student Assistant (SA), in a learner capacity, will assist and support the Training & Administrative Support Section (TASS) in the performance of administrative and technical duties.

**SUPERVISION RECEIVED:** Reports directly to the SSM I.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Works at a computer terminal for extended periods of time and may be required to lift boxes weighing up to 20 pounds. Bending, squatting, stretching associated with filing documents and pulling folders.

**TYPICAL WORKING CONDITIONS:** Cubicle in an enclosed windowed office in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

- 40% Assists in the production, compilation, and maintenance of the ACP's training curricula and programmatic procedures; and recording, reconciliation, and maintenance of the California Department of Justice's (DOJ) statutory authority reference list, for access to state and federal Criminal Offender Record Information (CORI).
- 25% Develops workflow charts, PowerPoint presentations, and various informational materials for the Department's websites and public applications. Conducts research for special projects. Logs and monitors program statistic data associated with workload measurement. Completes other related work.

Duty Statement  
SA - BCIA/ARQSB/ACP/TASS

- 15% Assists in profiling Applicant Agency Justice Connection (AAJC) accounts for authorized agencies to receive criminal offender record responses via electronic mail. Researches and troubleshoots problems associated with agency retrieval of criminal history record responses.
- 10% Develops and prepares written documents, including correspondence, memoranda, and reports. Reviews, evaluates, and responds to inquiries received from applicant agencies by e-mail, fax, or telephone.
- 10% Sorts, files, and retrieves documents from various units.

*I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.*

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Employee Signature

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Date

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Supervisor Signature

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Date